



# alma Portal

## Role Student

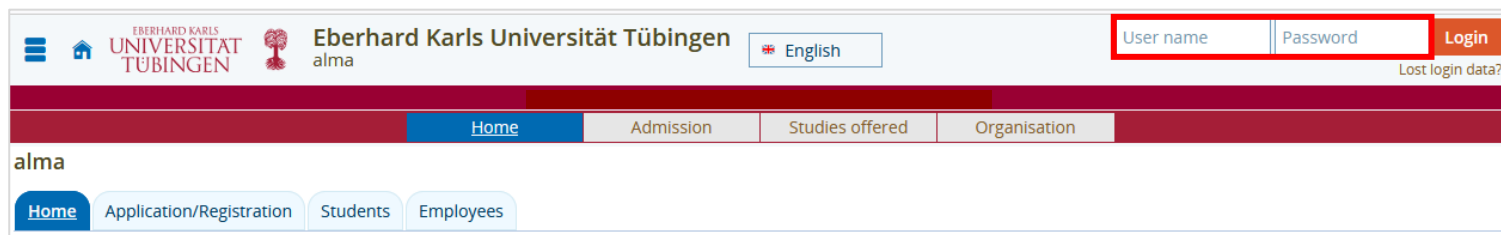
How to find and download reports

# 1 How to find and download reports

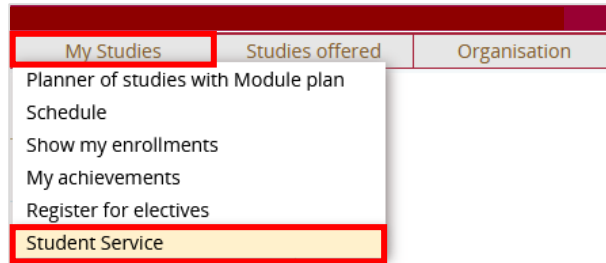
Change the default language from „Deutsch“ to „English“ on the alma homepage.



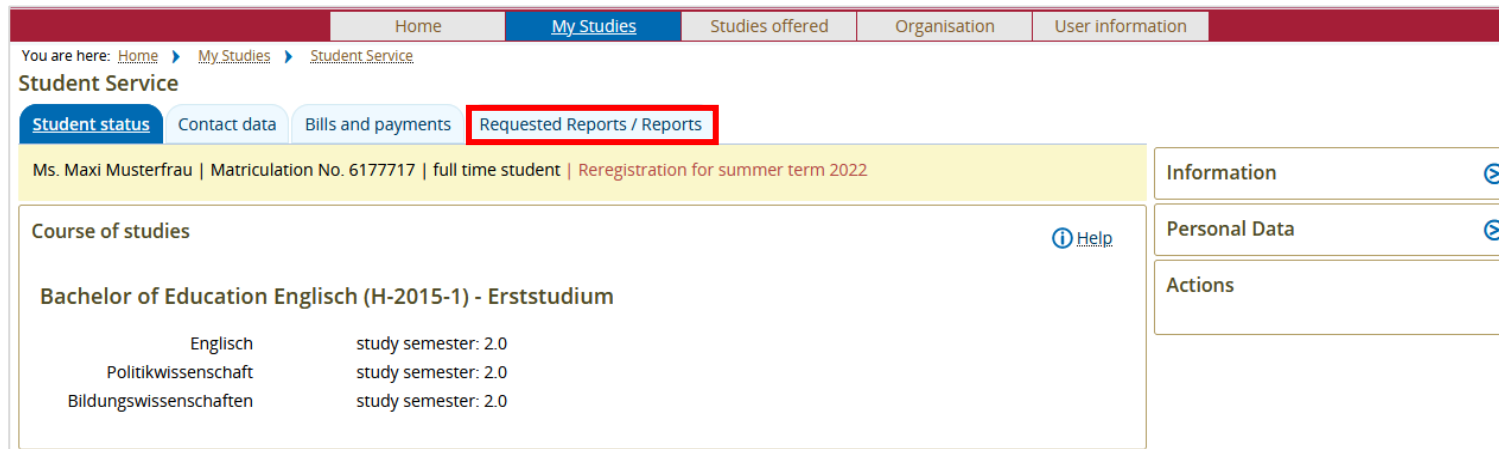
Log in with your university login and your associated password.



In the menu bar „My Studies“ choose the „Student Service“.



You now see the following menu:



A screenshot of the 'Student Service' page. The page has a navigation bar with 'Home', 'My Studies', 'Studies offered', 'Organisation', and 'User information'. Below the navigation bar, there is a breadcrumb trail: 'You are here: Home > My Studies > Student Service'. The main heading is 'Student Service'. Below the heading, there are four tabs: 'Student status', 'Contact data', 'Bills and payments', and 'Requested Reports / Reports'. The 'Requested Reports / Reports' tab is highlighted with a red border. Below the tabs, there is a yellow bar with the text: 'Ms. Maxi Musterfrau | Matriculation No. 6177717 | full time student | Reregistration for summer term 2022'. Below this bar, there is a section titled 'Course of studies' with a 'Help' icon. The course is 'Bachelor of Education Englisch (H-2015-1) - Erststudium'. Below the course name, there is a table with two columns: the subject name and the study semester. The subjects are 'Englisch', 'Politikwissenschaft', and 'Bildungswissenschaften', all with a study semester of 2.0. To the right of the course information, there are three panels: 'Information', 'Personal Data', and 'Actions'. Each panel has a right-pointing arrow icon.

Choose „Requested Reports / Reports“.

You now see the following menu:

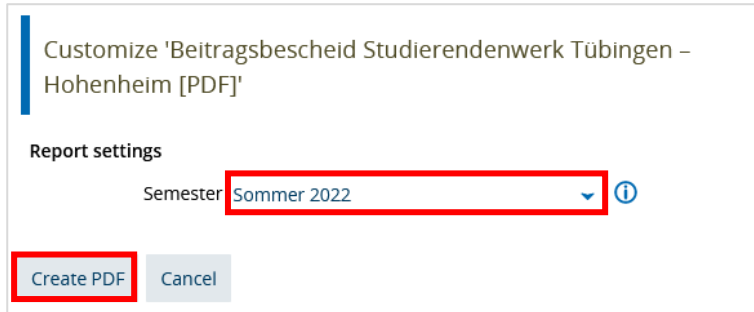
The screenshot shows the 'Requested Reports / Reports' section of the Student Service interface. The menu is highlighted with a red border. It contains the following items:

- Reports**
- Bescheinigungen:**
  - [Beitragsbescheid Studierendewerk Tübingen – Hohenheim \[PDF\]](#)
  - [Bescheinigung nach § 9 BAföG \[PDF\]](#)
  - [Gebührenaufstellung \(HINWEIS: Gebührenaufstellungen für die Zeit vor dem Sommersemester 2019 erhalten Sie auf Anforderung beim Studierendensekretariat\) \[PDF\]](#)
  - [Immatrikulationsbescheinigung/Studienbescheinigung/Datenkontrollblatt \(Englisch\) \[PDF\]](#)
  - [Immatrikulationsbescheinigung/Studienbescheinigung/Datenkontrollblatt \[PDF\]](#)
  - [Naldo-Bescheinigung \[PDF\]](#)
  - [Studienverlaufsbescheinigung \(Englisch\) \[PDF\]](#)
  - [Studienverlaufsbescheinigung \[PDF\]](#)

On the right side of the menu, there are sections for 'Information' and 'Actions'.

Click on the PDF symbol to download the report you need.

You now see a drop-down menu. Select the semester for which you need the report.



Customize 'Beitragsbescheid Studierendenwerk Tübingen – Hohenheim [PDF]'

Report settings

Semester Sommer 2022 ⓘ

Create PDF Cancel

To display and download the PDF, choose the button „Create PDF“.